

JOB DESCRIPTION



Job Title:	Income Audit
Department:	Accounting
Reports to:	Accounting Manager
Direct Reports:	None
Date Prepared:	July 2019
Job Summary	Responsible for daily income audit and general ledger clerical functions. Responsible for the daily review procedures.
Essential Functions	<ol style="list-style-type: none"> 1. Review the night audit function and properly adjust, record and assemble daily reports to support the day's activities. 2. Charge back research and customer dispute resolutions as needed 3. Prepare daily income journals and daily reporting requirements from both POS and PMS systems. 4. Produce error-free accounting reports and present their results. 5. Understand internal control procedures and regulations. 6. Perform daily cash analysis and uploads. 7. Assist with special projects.
Education and Experience	<ul style="list-style-type: none"> • Associate's degree in Accounting or Business preferred. • 1-2 years of accounting or finance experience preferred.
Knowledge, Skills, Abilities	<ul style="list-style-type: none"> • Strong analytical and problem-solving skills. • Ability to work both independently and collaboratively with different levels of employees. • Experience in a hospitality corporate environment preferred. • Knowledge of Microsoft Office, including strong Excel skills. • Understanding of revenue recognition policies and procedures consistent with Uniform Systems of Accounts for the Lodging Industry (11th Edition), preferred. • Knowledge of accounting software such as Oracle based JDEdwards General Ledger System, Jonas Club Management, IQWare, Dataplus, MICROS, Shopify, SHIFT 4, ALOHA, and ProfitSage a plus. • Good verbal and written communication skills. • Strong attention to detail.
Physical Demands	<ul style="list-style-type: none"> • Ability to operate normal office equipment. • Extensive use of computer. • Ability to sit for extended periods of time. • Ability to lift up to 15 lbs.
Working Conditions	<ul style="list-style-type: none"> • Normal office environment.

The above statements are intended to describe the general nature and level of work being performed and are not an exclusive list of all duties and responsibilities. The St. Joe Company reserves the right to amend and change responsibilities to meet business and organizational needs.